

CONFIDENTIAL

*Subject*

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21 January 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report --  
Week Ending 21 January 1977

1. Retirement Activity: These figures show total retirement activity for the period 10 January through 28 February. The figures in the clear show totals. The figures in parentheses represent persons who have opted for options of discontinued service or "involuntary" retirement and are included in the total figure. Thus, of 64 persons to go by 28 February, 41 are going under the "liberal" options.

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Signed to Go	13( 4)	16( 9)	29(13)
Not signed, but appear definite	<u>17(14)</u>	<u>18(14)</u>	<u>35(28)</u>
TOTAL	30(18)	34(23)	64(41)

2. Voluntary Investment Plan: VIP quarterly statements are in the process of being placed into envelopes in preparation for distribution early next week.

3. Minority Career Days: Agency recruiters are now making preparations to take part in minority career events during the coming months on campuses at Michigan State University, the University of Louisville, the University of Illinois, and Ohio State University. DDI representatives will accompany Agency recruiters to these events and assist in interesting candidates in Agency careers. We are arranging for the personnel representatives who will attend to take photos for publication in a future issue of the DDA Exchange.

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10. Educational Aid Fund: To date we have distributed 95 EAF applications in response to the notice that was released on 16 December -- 67 of which are first-time applications. Last year we received a total of 130 applications.

Coming Events:

1. The Annual Meeting of the Government Employees Health Association (GEHA) will be held at 2 p.m. on 24 January in the Headquarters auditorium. All GEHA members are urged to attend.

2. PMCD work on supergrade position standards continues.

3. We will continue with the APP consolidation when forms are received.

4. Work will continue on regulation revisions.

[REDACTED]  
F. W. M. Janney

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